PROGRAM COORDINATOR

Reports to: George Fuller, Director
Department: Community Development

Position Control No.: 3362

☐ Exempt  ☐ Non-Exempt

☐ Full Time  ☐ Part-Time  ☐ Seasonal

Department Head Approval: [Signature]
Date: 03/04/2021

JOB SUMMARY:
Under general direction, responsible for administering the City’s Community Development Block Grant allocation from the U.S. Department of Housing and Urban Development (HUD). Provides the administrative direction for the community development block grant CDBG programs. Communicates effectively with HUD's Field Office and Director of Community Development to ensure compliance with Federal Regulations. Establishes and implements specific programs that meet a national objective as set forth by HUD. Coordinates efforts with Texas City’s public and private entities’ to provide decent housing, a suitable living environment and expand economic development that benefit the City’s low/moderate income citizens. Works closely with the Finance Department to ensure all financial records are in-line with standard accounting processes.

ESSENTIAL JOB FUNCTIONS:
1. Plans, organizes, community development activities relating to sustainable housing, non-housing, and community development needs of the city.

2. Interprets and administers applicable Federal Code of Regulations to ensure program compliance.

3. Prepares and Implements the CDBG budget; meeting critical budget deadlines; and budget expenditure monitoring.

4. Manages the reporting requirements for the CDBG grants in all required systems and maintains balances with the City’s General Ledger accounting system.

5. Represents the City of Texas City and the Community Development Department in HUD Houston Region VI field office meetings, City Commission meetings, municipal court proceedings; at citizen participation meetings, internal and external meetings, and conferences as required.

6. Acts as a liaison and develops partnerships with non-profits; local realtors, government officials, public and private agencies.

7. Works closely with the Finance department to prepare the City’s One Year Annual Action Plan; the Consolidated Annual Performance and Evaluation Reports (CAPER) for HUD and other relevant reports, statistics or surveys.
8. Works closely with the Director of Community Development to ensure that all guidelines are adhered in regards to the Housing Authority guidelines.

9. Oversees the developments revisions, evaluations, and implementations of operational policies and procedures; identifies areas for organizational improvement, and ensures program conformance with Federal, State and Local regulations, policies and ordinances.

10. As required, will work with community stakeholders and local organizations to prepare the required Five-Year Consolidated Plan for housing; non-housing and community development needs to be submitted to HUD for the continuation of CDBG Funds.

QUALIFICATIONS:
1. Five (5) years’ experience in public, private, or governmental housing related fields; Urban planning; community development or economic development.

2. Must be able to read, understand and interpret Federal Code of Regulations.

3. Knowledge of industry and business standard practices; affordable housing issues; basic real estate knowledge and knowledge of the local housing market.

4. Two (2) years of supervisory duties.

5. A valid Texas Driver’s license.

6. Familiar with applicable city, state and federal regulations.

7. Experience with HUD programs specifically CDBG, and HUD’s Integrated Disbursement Information System.

8. Ability to lead in a positive, proactive manner.

9. Strong verbal and written communication skills.

10. Good organization skills.

PHYSICAL REQUIREMENTS:
1. Must be able to lift 30 pound boxes.

2. Must be capable of working both indoors and outdoors, in adverse weather conditions (both hot and cold) and in noisy environment.

3. Must be able to sit or stand for long periods of time.

4. Must be able to walk through brush or entangled areas and abandoned structures such as houses and buildings.
NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No

_____________________________   _________________________
Signature                        Date